

10 September 1970

MEMORANDUM FOR: Deputy Director for Planning, Programming and Budgeting

THROUGH

*SHWC*  
Acting Deputy Director for Support 14 SEP 1970

SUBJECT

: Draft Agency Notice re Agency Management Improvement Program


REFERENCE

: Memo dtd 1 Sep 70 to Directorate Planning Officers fr DD/PPB re same subject

1. Appropriate components of the Support Directorate have reviewed your proposed draft. The reporting requirements will be burdensome, but obviously the Agency can do little about it except to comply.

2. The Support Offices generally believe that a memorandum addressed to each Deputy Director would be a more appropriate medium for dissemination than an Agency notice. The instructions thus received would be passed along to the Support Office Heads and not disseminated beyond those who will actually be involved in the reporting system. The 30 June annual reporting date in your proposal provides no time for the collection of necessary data following the close of each fiscal year. I suggest 31 July and trust this should give O/PPB sufficient time in which to compile an Agency report.

3. I suggest also that the reporting requirements of Circular A-44 be compared with those normally contained in the Program Call response in order to eliminate as much duplication as is possible during future budget exercises.

  
Chief, DD/S Plans Staff

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PS-DD/S:JHP:bkf/ (10 Sep 70)

Distribution:

Orig & 1 - Adse

(1) DD/S Subject w/ref (DD/S 70-3662) & background (DD/S 70-3736)

1 - DD/S Chrono

1 - PS Chrono

TRANSMITTAL SLIP			00780R003200160009-3
TO: Mr. Coffey			
ROOM NO.	BUILDING		
REMARKS:  Recommend your initials. I suggest you read also the memorandum attached which Sam has prepared because it reflects some of the views obtained from Support Offices.  <i>see background</i> <div style="border: 1px solid black; width: 100px; height: 40px; margin: 10px auto;"></div> <p style="text-align: center;">10 SEP 1970</p>			
FROM:			
ROOM NO.	BUILDING	EXTENSION	

FORM NO. 241  
1 FEB 55REPLACES FORM 36-8  
WHICH MAY BE USED.

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